

## **ATTACHMENT B**

### **SOP and Financial Approval Checklist**

Title of Procedure:	Financial Approval Checklist	Procedure Number		Revision Date
Division	Budget	Revision Level		Original Issue Date

## 1.0 Purpose

Ensure that adequate review and approval of all expenditures prior to charging or transferring cost to an FTA grant.

## 2.0 Scope

To exercise greater care to ensure consistent use of Financial Approval Checklist.

## 3.0 Responsibility

Individual	Responsibilities
<b>MDT Budget Analyst</b>	<ul style="list-style-type: none"> <li>What funding has been identified</li> <li>Is funding available now</li> <li>Is it in the Transportation Improvement Plan and Capital Budget</li> </ul>
<b>Grant Coordinator</b>	<ul style="list-style-type: none"> <li>Is the project eligible under the grant guidelines</li> <li>Is this a Federal Grant or State JPA</li> <li>Grant checked for funding availability</li> </ul>
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>Project Prioritization Budget Approval</li> <li>Federal &amp; State requirements have been met (Environmental, Buy America, 3<sup>rd</sup> Party Concurrence), etc</li> <li>If a change order, has it been approved by AD</li> </ul>

## 4.0 Procedure

1. The Project Manager initiates the checklist by verifying:

**4.1.1** That the project has been approved by the Project Prioritization Budget Approval Process.

**4.1.2** Federal & State requirements have been met (Environmental, Buy America, 3<sup>rd</sup> Party Concurrence), etc.

**4.1.3** If a change order, has it been approved by the Assistant Director of the Division.

**4.1.4** Project Manager signs and dates.

2. The Grant Coordinator receives the checklist from the Project Manager and verifies that:

**4.2.1** The project eligible under the grant guidelines.

**4.2.2** If the project is funded by a Federal Grant or State JPA.

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**4.2.3** The grant funding is now available.

**4.2.4** Grant Coordinator signs and dates.

3. The Transit Budget Analyst receives the checklist from the Grant Coordinator and verifies:

**4.3.1** The funding source identified. (Federal, State, PTP, Operating, LOGT, etc.)

**4.3.2** Funding availability.

**4.3.3** That the project is included in the Transportation Improvement Plan and Capital Budget.

**4.3.4** Transit Budget Analyst signs, dates, and forwards transit budget chief.

4. The Transit Budget Chief receives the checklist:

**4.4.1** Reviews for accuracy and completeness.

**4.4.2** Signs and dates.

**4.4.3** Forwards to Finance Assistant Director.

5. The Finance Assistant Director receives the checklist:

**4.5.1** Reviews for accuracy and completeness.

**4.5.2** Signs and dates.

**4.5.3** Forwards to Office of Strategic Business Management if necessary.



## FINANCIAL APPROVAL CHECKLIST

Project Name(s): \_\_\_\_\_

Project Number (s): \_\_\_\_\_ Name of Vendor: \_\_\_\_\_

Invoice Number: \_\_\_\_\_ Invoice Amount : \_\_\_\_\_

Contract Number: \_\_\_\_\_

Checklist	Yes	No	N/A	Comments
Has Project Prioritization Budget Approval form, (PPBA) been fully approved?				
Has PM verified Federal and State requirements? (Environmental, Buy America, Davis Bacon, DBE goals, 3rd Party Concurrence), etc.				
If this is a change order, has it been approved by the respective division's AD?				

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Is the project eligible under the grant guidelines?				
Is this a Federal Grant or State JPA? (Circle either)				
Has Grants been checked for funding availability? (Provide back-up and index code)				

Grants Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Has funding been identified? What type? (Federal, State, PTP, Operating, LOGT, etc.)				
Is funding available now?				
Is it in the TIP and Capital Budget, (if so page #)? (Provide back-up)				

MDT - Budget Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

MDT - Budget Chief: \_\_\_\_\_ Date: \_\_\_\_\_

MDT Finance: \_\_\_\_\_ Date: \_\_\_\_\_

OSBM (If necessary): \_\_\_\_\_ Date: \_\_\_\_\_